



Working with Progress Notes

Icons used for documenting Progress Notes

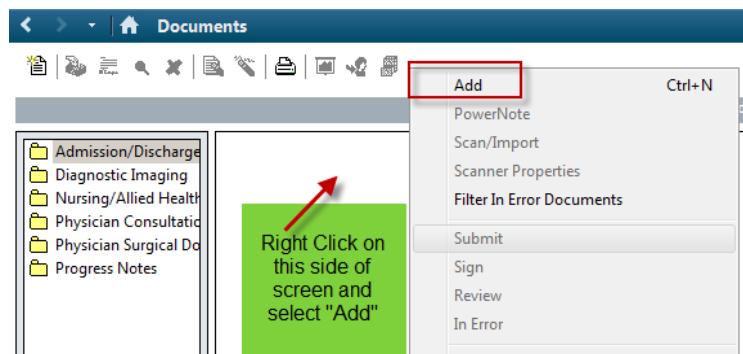
Icon	Status
	Add Document
	Template Selection

- Spell checking is only available in Progress Notes and PowerNotes and only before signing.
- Strike-through editing of the original allows a clinician to strike incorrect statements after entering an electronic signature.


Creating a New Document

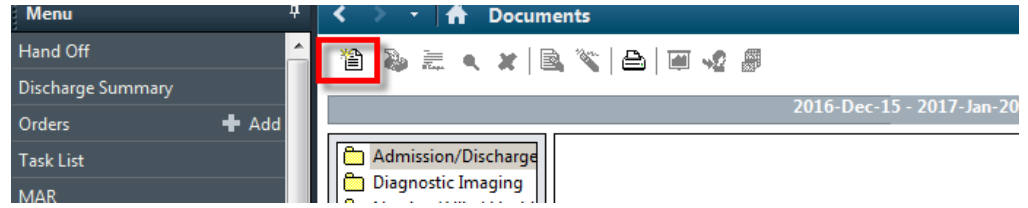
With a patient's chart open,

1. To add a new document,
 - Click Documents from the menu bar
 - Right click on the right hand side of the screen
 - Select Add Document



OR

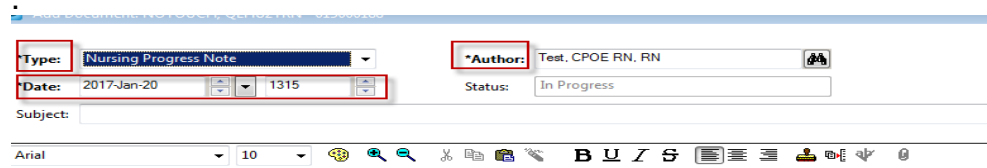
- click  on the Tool Bar to open the Clinical Notes window.



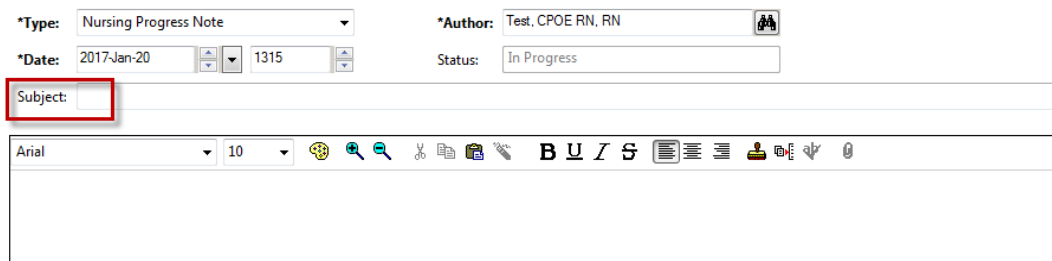
The upper portion of the window displays

- The note type
- The clinician's name in the Author box.
- The current date and time are displayed in the appropriate boxes,
- The document status of In Progress is defaulted.


Note:The author and date boxes must be reviewed for accuracy.

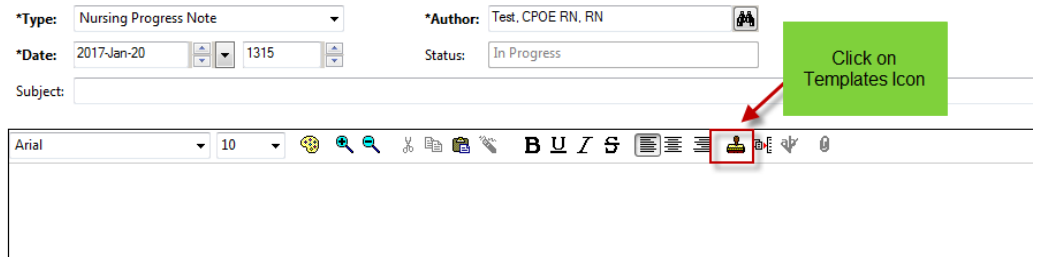


2. The type will default to one note type. Different options may be selected by clicking on the dropdown list after the options have added to their profile. Ensure correct note type is selected.
3. Enter a subject summary word or phrase (Focus) in the Subject box.



4. Place the cursor in the text entry space and enter the text of the note.

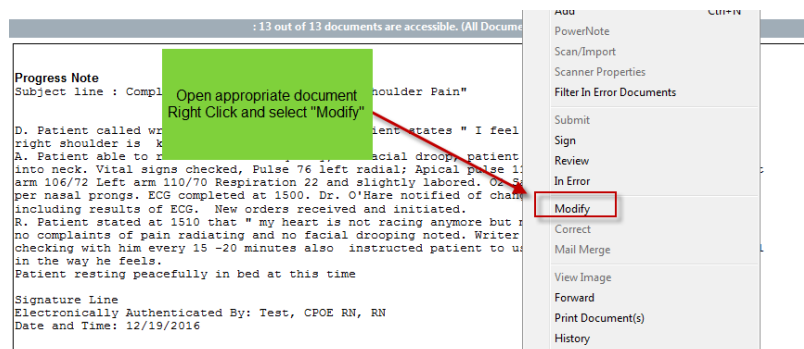
- To make use of templates that have been designed for the indicated note type, click .



- The Template Selection window is displayed.
- Select the desired template..



- Click OK.
- When the text of the document is complete, click the Sign button .
 - The only way to make additions or changes to an Authenticated (signed) document is to attach an addendum .
 - Open the appropriate document
 - Right click and
 - Choose Modify



- You will be unable to add anything to the original text. You can add information in the Addendum section

Subject: Anxiety

Arial 10

D. Patient upset and crying as a result of a death in family.
A. Staff sitting with patient. Family Clergy notified at request of patient.

Insert Addendum Here:

- You will be able to highlight text in the original document and use the strike out function.

*Type: Nursing Progress Note *Author: Test, CPOE RN, RN

*Date: 2017-Mar-10 1355 Status: Auth (Verified)

Subject: Correcting errors

Arial 10

The patients daughter in law was present for the meeting on March ~~19th~~

Insert Addendum Here:

This is how the corrections and addendum will display

Document Contains Addenda

The patients daughter in law was present for the meeting on ~~March 19th~~

Signature Line
Electronically Authenticated By: Test, CPOE RN, RN
Date and Time: 10-Mar-17 01:57 PM

Addendum by Test, CPOE RN, RN on 2017-Mar-10 13:58 (Verified)
This meeting occurred on March 9th not March 19th as entered above

Signature Line
Electronically Authenticated By: Test, CPOE RN, RN
Date and Time: 10-Mar-17 01:58 PM

Result Type: Nursing Progress Note
Result date: 2017-Mar-10 13:55

In Error

Corrected information

The screen below displays how a Powerform will display in the Documents tab

Vital Signs Entered On: 2017-Jan-20 13:55
Performed On: 2017-Jan-20 13:54 by Test, CPOE RN, RN

Vital Signs
Temperature Oral: 37.8 degC (HI)
Apical Heart Rate: 64 bpm
Heart Rhythm: Regular
Systolic Blood Pressure: 112 mmHg
Diastolic Blood Pressure: 60 mmHg
BP measurement location: Right arm
BP Measurement Device: Automated

Test, CPOE RN, RN - 2017-Jan-20 13:54

Result Type: Vital Signs - Text
Result date: 2017-Jan-20 13:54
Result status: Auth (Verified)
Result Title: Vital Signs
Performed by: Test, CPOE RN, RN on 2017-Jan-20 13:54
Verified by: Test, CPOE RN, RN on 2017-Jan-20 13:54
Encounter info: 1900000341, QEH, Inpatient, 2016-Dec-15 -